

Records & Archives Management Committee
Friday, 22 March 2002, 10:00 AM
Site Visit: Burlington Archives Center, Burlington, Mass.

Members Present: Ginny Moore, Bob Oliphant, Jane Hinckley, Camille Pattison, Kaari Tari

Members met with Burlington Town Clerk, Jane Chew, who gave a tour of the Archives facility, which is located in the basement of the recently renovated Town Hall.

Ms. Chew explained that Lisa Plato, former Archivist was responsible for organizing the archiving system as well as creating the Archives Center website. The position began on a contract basis and recently became a full-time position. It is clear that there is no shortage of work to be done once a system has been established. Once the system was in place, information was disseminated to departments and training was offered so that everyone would understand the new records management system. Much of their documentation is available on their web site at <http://208.58.133.9/clerk/archives/index.htm>. A portion of the funding for the Burlington Archives Center comes from the commercial tax base (up to \$28,000? – they have a 2-tier system) and the rest is budgeted through the Town Clerk's Office.

The Archives center is divided into three areas:

Vault: 26 feet by 24 feet

Storage Room: 24 feet by 24 feet

There is an area between the storage room and the vault that is divided into two rooms; a back office for the Archivist and a front area for the public.

The Vault contains 5 space-saver shelving units, the center shelf is stationary and the two on either side move by rotating a wheel at the end of the shelf. The shelves extend to the entire length of the room with an area between the shelves and the door. The contractor for the Vault was Systematics, Inc.

The Storage room is kept locked and contains records that need to be held for some time but may be disposed of eventually in accordance with the records retention and disposition schedule. Records are stored in archival boxes on metal shelving units.

The reception area contains a desk and office equipment, including a photocopier and microfilm reader/printer. There is a glass wall separating the reception area from the Archivist's office to allow visibility to the reception area.

The archivist has prepared a computerized (in Microsoft Access) accession list for all holdings in the archives. The list is accessible from several computers within the town hall.

The new Burlington Archivist starting March 25th is Daniel McCormack. Summer interns from Simmons College helped with much of the sorting of old records, accessioning, and storage of records.

Ms. Chew provided us with copies of documents relating to the archives and Burlington's records retention activities.